

San Antonio Conservation Society
Job Description
HISTORIC PRESERVATION MONTH AND SEMINAR

This committee coordinates activities associated with Historic Preservation Month in May and the Historic Preservation Seminar, which takes place at a different time.

Historic Preservation Month is an annual celebration of history and historic places that takes place in May. The committee should work closely with City organizations such as San Antonio Office of Historic Preservation, City Council, the Chambers of Commerce, and neighborhood organizations, among others, as possible cosponsors where appropriate.

The Historic Preservation Seminar is an annual public forum for discussion on historic preservation and its role in the community. Distinguished speakers and knowledgeable experts in preservation-related fields throughout the United States are invited to participate. The subject of should be timely and relate to Society aims and goals. The committee schedules times, arranges format, reserves location and catering, invites speakers and registers attendees, oversees preparation of any exhibits as well as the preparation, printing, and mailing of brochures, and coordinates any tours.

DUTIES OF THE CHAIRMAN

1. Appoint members to committee and present to President for approval.
2. Keep the President informed of all meetings and activities of the committee.
3. Work with Staff Liaison to coordinate the activities of the committee.
4. Include two Active Members (not on Board of Directors) and two Associate Members on the committee.

SEMINAR

5. In consultation with the President & Executive Director, select the subject of the seminar.
6. Determine date (other than May), location for seminar and coordinate refreshments.
7. Engage one or more main speakers and other speakers on related subjects. Arrange hotel reservations and ground transportation for out-of-town speakers.
8. Work closely with the Staff Liaison for widest possible distribution of news.

HISTORIC PRESERVATION MONTH

9. Plan appropriate and interesting activities to celebrate Historic Preservation Month, including the design of a Preservation Month pin.
10. Coordinate activities with SACS President and the Office of Historic Preservation.
11. Develop events for all ages to include SACS members and the general public.
12. File a final report of the Committee's activities before the June general membership meeting.